

DWS Policy Statement PS 15-2020  
Attachment 3

**NCWorks Employer Service Codes Crosswalk**

B - Employer Services	Reporting Specifications/ Instructions	Current NCWorks Service Code	NCWorks Service Label
<i>Employer Information and Support Services</i>	Enter the total number of establishments who, during the reporting period, received staff-assisted services designed to educate them about and engage them in the local job market/economy and the range of services available through the local One-Stop delivery system. Establishment information services may be provided in a variety of service interventions including orientation sessions, workshops, or other business consultations (e.g., initial site visits). Information and support services that are delivered to establishments through mass mailings or communications, "cold" calling or other follow-up contacts, and regular establishment newsletters, brochures, or publications are <b>not</b> reportable services under this category.	E01	On-Site Visit
	These services include, but are not limited to, providing information on:	E07	Promotional Call
	<ul style="list-style-type: none"> <li>State and federal tax credits or workforce investment incentives (state and federal tax credits (WOTC) or workforce investment incentives);</li> </ul>	E10	Provided Additional Employer Services
	<ul style="list-style-type: none"> <li>Customized workforce information on state, regional and local labor market conditions, industries, occupations, and the characteristics of the workforce, skills businesses need, local employment dynamics information such as workforce availability, worker supply and demand, business turnover rates, job creation, and job identification of high growth and high demand industries; and</li> </ul>	E05	Provided Detailed Labor Market Study
	<ul style="list-style-type: none"> <li>Proactive linkage and referral of establishments to community resources that support their workforce needs.</li> </ul>	E30	Provided OJT information to Employer
<i>Workforce Recruitment Assistance</i>	Enter the total number of establishments who, during the reporting period, received workforce recruitment assistance from staff or remotely through electronic technologies.	E02	Provided Job Fair Services
	Activities include, but are not limited to, assisting employers to meet their human capital and skilled workforce needs by:	E03	Provided Job Order Follow-up/Assistance
	<ul style="list-style-type: none"> <li>Supporting employers' search for qualified candidates;</li> </ul>	E04	Provided Mass Recruitment Services
	<ul style="list-style-type: none"> <li>Securing information on job requirements and providing employers with One-Stop staff support for candidate screening and pre-employment interviews at the One-Stop Career Center (or affiliate site) or on site at the place of business;</li> </ul>	E06	Provided Candidate Pre-Screening
	<ul style="list-style-type: none"> <li>Taking job order information and promoting the employment opportunities (e.g., advertising the opening to the workforce);</li> </ul>	E08	Reviewed resumes and referred eligible individuals
	<ul style="list-style-type: none"> <li>Conducting special recruitment efforts including out-of-area or out-of-state recruitment for candidates with special skills;</li> </ul>	E92	Notification to employer of potential applicant
	<ul style="list-style-type: none"> <li>Organizing, conducting, and/or participating in job fairs;</li> </ul>	E93	Notification to employer or resumes via Virtual Recruiter
	<ul style="list-style-type: none"> <li>Providing employers with meeting/work space at the One-Stop Career Center (or an affiliate site) for screening or interviewing;</li> </ul>	E94	Employers view internal resumes (SYSTEM)
	<ul style="list-style-type: none"> <li>Conducting pre-employment testing, background checks and assistance in completion of the I-9 paperwork; and</li> </ul>	E90	Referred Qualified Applicants (SYSTEM)
<i>Engaged in Strategic Planning/ Economic Dev.</i>	<ul style="list-style-type: none"> <li>Providing employers with job and task analysis services, and absenteeism analysis.</li> </ul>		
	Enter the total number of establishments who, during the reporting period, were engaged in either workforce investment strategic planning or business growth and economic development strategic planning. These activities could include, but are not limited to, participating in community based strategic planning; sponsoring employer forums; securing information on industry trends; providing information for the purpose of corporate economic development planning; and partnering in collaborative efforts to identify workforce challenges and developing strategies to address those challenges.	E13	Engaged in Strategic Planning / Economic Development
<i>Accessing Untapped Labor Pools</i>	Enter the total number of establishments who, during the reporting period, established pipeline activities in partnership with the public workforce system. Activities include, but are not limited to, outreach to youth, veterans, individuals with disabilities, older workers, ex-offenders, and other targeted demographic groups; industry awareness campaigns; joint partnerships with high schools, community colleges, or other education programs to improve skill levels; and programs to address limited English proficiency and vocational training.	E11	Accessing Untapped Labor Pools
<i>Training Services</i>	Enter the total number of establishments who, during the reporting period, received publicly funded training assistance, including customized training, on-the-job training, and incumbent worker training.	E12	Received Publicly Funded Training Assistance (not including IW training)
		E20	Received NCWorks Incumbent Worker Training Grant
<i>Incumbent Worker Training Services</i>	Enter the total number of establishments who, during the reporting period, received publicly funded incumbent worker training assistance.	E20	Received NCWorks Incumbent Worker Training Grant
<i>Rapid Response/ Business Downsizing Assistance</i>	Enter the total number of establishments who, during the reporting period, received an initial on-site visit or contact to either (a) discuss the range of rapid response services and other assistance available to workers and employers affected by layoff, plant closures, or natural disasters, or (b), as required by WIOA section 3(51) (A), plan a layoff response following notification of a current or projected permanent closure or mass layoff, including natural or other disasters.	E14	Rapid Response and Business Downsizing Assistance
		E15	Planning a Layoff Response
<i>Planning Layoff Response</i>	Of the total number of establishments reported in Row C.6, enter the total number of establishments who received an initial on-site visit or contact, as required by WIOA section 3(51)(A), to plan a layoff response following notification of a current or projected permanent closure or mass layoff, including natural or other disasters.	E15	Planning a Layoff Response